

INDIANA COMMISSION ON PROPRIETARY EDUCATION

Board of Commissioners Meeting Memorandum

Date: August 6, 2007

From: Rebecca Carter, Director of Regulatory Compliance

**Subject: BROWN MACKIE COLLEGE – INDIANAPOLIS & MERRILLVILLE
NEW DEGREE APPLICATIONS**

Staff Recommendation

The commission staff recommends that Brown Mackie College – Indianapolis and Merrillville be granted the authority to award the Associate of Applied Science degree in the following program *with the stipulation that the Indianapolis campus submits the Instructor Qualification Record forms and supportive documentation for each faculty member prior to the start date of the program:*

AAS – Occupational Therapy Assistant

Background Information

Brown Mackie College is nationally accredited by the Association of Independent Colleges and Schools.

The program consists of 100 quarter-credit hours of training and a minimum of 75% of the courses are in the Specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4

Supportive Documentation

1. Degree Applications
2. Instructor Qualification Record Forms

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INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College - Indianapolis

Name of Program Occupational Therapy Assistant

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Michelle Sheperd, OTR, Program Director

Telephone Number 574-237-0774 **Application Type**

Date the Form was Prepared July 23, 2007 ☒ New ☐ Renewal

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Occupational Therapy Assistant program provides the student with the knowledge, skills, practice, and professionalism necessary to obtain an entry-level position as an occupational therapy assistant. The objective of the program is to train the student to administer occupational therapy treatments, under the direction of an occupational therapist, to individuals who have lost functional abilities due to illness, injury, or disease. This program will prepare the graduate for the National Board for Certification Occupational Therapy (NBCOT) Certification Examination for occupational therapy assistants. The basic sequencing of occupational therapy courses, which combine classroom lecture, laboratory, and clinical experiences, is supplemented with general education to enhance the student's versatility and effectiveness in the occupational therapy profession.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Occupational Therapy Assistant

TOTAL COURSE HOURS: 100 Check one: **Quarter Hours** ☒
 Semester Hours ☐
 Clock Hours ☐

LENGTH OF PROGRAM: 24 Months TUITION: \$28,012.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BI 1361	Anatomy and Physiology	4
CF 1100	Professional Development	4
MC 1150	Introduction to Microcomputers	4
ME 1110	Medical Terminology	4
MT 1770	College Mathematics	4
OT 1010	Introduction to Occupational Therapy	4
OT 1115	Therapeutic Media	4
OT 1215	Functional Anatomy I	4
OT 1315	Functional Anatomy II	4
OT 1510	Intervention in Pediatrics and Adolescents	4
OT 1560	Intervention in Physical Rehabilitation	3
OT 1600	Fieldwork I	1
OT 2150	Intervention in Neurological Rehabilitation	4
OT 2465	Intervention in Mental Health	4
OT 2470	Intervention in Geriatrics	4
OT 2990	Fieldwork II-A	10
OT 2991	Fieldwork II-B	10

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
CM 1200	*Effective Public Speaking	4
EN 1101	*Composition I	4
EN 1102	*Composition II	4
EN 2000	*Introduction to Literature	4
PS 1200	*Principles of Psychology	4
SO 1200	*Principles of Sociology	4

Number of Credit/Clock Hrs. in Specialty: 76 / Percentage: 76%
Number of Credit/Clock Hrs. in General Courses: 24 / Percentage: 25%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

At the initial stage, one professional Librarian who holds an M.L.S. degree will be hired to establish the Library and start collection development. Depending on needs in servicing the BMC academic community, additional staff will be hired, either full time or part time, to ensure adequate access and quality services to patrons. Library hours will be established once the library officially opens.

2. Number of volumes of professional material:

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

3. Number of professional periodicals subscribed to:

Please SEE attached Brown Mackie College - Indianapolis Library Start-Up Plan

4. Other library facilities in close geographical proximity for student access:

Marion County: Indianapolis – Marion County Public Library; Boone County: Hussey – Mayfield Memorial Public Library, includes Zionsville; Hamilton County: Carmel Clay Public Library, Hamilton East Public Library, includes Noblesville and Fishers, and Westfield Public Library. Local colleges that the students will also have access to include Butler University, Indiana University Purdue University Indianapolis (IUPUI), and the University of Indianapolis.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

Faulty IQR's and Transcripts will be submitted for all instructors hired before the start date of the program.

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: _____ **Full-time:** _____ **Part-time:** _____

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INDIANA COMMISSION ON
PROPRIETARY EDUCATION

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Brown Mackie College - Merrillville

Name of Program Occupational Therapy Assistant

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Michelle Sheperd, OTR, Program Director

Telephone Number 574-237-0774 **Application Type**

Date the Form was Prepared July 23, 2007 ☒ New ☐ Renewal

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II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM: Occupational Therapy Assistant

TOTAL COURSE HOURS: 100

Check one: **Quarter Hours** ☒

Semester Hours ☐

Clock Hours ☐

LENGTH OF PROGRAM: 24 Months

TUITION: \$28,012.00

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
BI 1361	Anatomy and Physiology	4
CF 1100	Professional Development	4
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OT 2465	Intervention in Mental Health	4
OT 2470	Intervention in Geriatrics	4
OT 2990	Fieldwork II-A	10
OT 2991	Fieldwork II-B	10

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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EN 1101	*Composition I	4
EN 1102	*Composition II	4
EN 2000	*Introduction to Literature	4
PS 1200	*Principles of Psychology	4
SO 1200	*Principles of Sociology	4

Number of Credit/Clock Hrs. in Specialty: 76 / Percentage: 76%
Number of Credit/Clock Hrs. in General Courses: 24 / Percentage: 25%
If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Brown Mackie College Library is located on the main level of the school. The library's hours are:

<u>Monday</u>	<u>8:30 am – 10:00 pm</u>
<u>Tuesday</u>	<u>8:30 am – 10:00 pm</u>
<u>Wednesday</u>	<u>8:30 am – 5:00 pm</u>
<u>Thursday</u>	<u>8:30 am – 10:00 pm</u>

Brown Mackie College - Merrillville has a full-time librarian on staff. The Director of Library Services has a Graduate Certificate in Library Science from Indiana University Purdue University of Indianapolis and is currently pursuing a Masters degree in Library Science from Indiana University Purdue University of Indianapolis (IUPUI). She holds a Library License in the State of Indiana and is a member of the American Library Association.

2. Number of volumes of professional material:

In the Brown Mackie College – Merrillville library, there are 2782 volumes including 431 videos/DVDs and 362 reference materials.

3. Number of professional periodicals subscribed to:

The library currently subscribes to 34 periodicals and 5 newspapers along with Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

In close proximity to Brown Mackie College Library is the Lake County Reference Library in Merrillville, IN., Indiana University Northwest, in Gary, IN., Purdue University, Calumet Campus in Hammond, IN and Purdue University North Central Campus in Westville, IN.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

**** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program: 10 **Full-time:** 10 **Part-time:** 0

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

[illegible]

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Curry	Sandra	J.
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: BROWN MACKIE COLLEGE - MERRILLVILLE

Principles of Sociology (SO 1200)

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Valparasio University	Valparasio, Indiana	Liberal Arts, Masters	1997	1999
Calumet College	Whiting, Indiana	English/Pyschology BA	1994	1997
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Brown Mackie College	Merrillville, Indiana	Psychology Instructor	2001	present
Indiana University Northwest	Indiana	English Instructor	2001	present
Ivy Tech Community College	Gary, Indiana	English, Online	2001	present
DeVery University		English instructor	2000	2006

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Falbo Robert

(Last) (First) (Middle)

Names of Courses Taught:

Criminal Investigation

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University Central	Westville, IN	Management/Supervision-Bachelor of Science	1979	1981
Indiana State University	Terre, Haute, IN	Criminology-Business of Science	1971	1973
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Brown Mackie College	Merrillville, IN	Adjunct Faculty Instructor	1999	present
Swiss Controls, Inc.		Quality Method Improvements	2004	2005
Long Beach Police Dept.	Long Beach, CA	Training Officer	1981	2003

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME OF INSTITUTION: Brown Mackie College - Merrillville

Psychology

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Portland State University	Portland, OR	Public Administration	1998	2003
Portland State University	Portland, OR	Psychology	1984	1988
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Training Seminar	Portland, OR	Grad Assitant, Student Teacher Research	1998	currently

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Hartzler Roger

(Last) (First) (Middle)

Names of Courses Taught:

Introduction to Microcomputers

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Indiana University Northwest/ Accounting	Gary, IN	Bachelor	1979	1981
Heston College/Liberal Arts	Heston, KA	Associates	1962	1966
Arizona State University/Adv. Technology	Tempe, AZ	Certificate in Technology	1973	1975
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Brown Mackie College	Merrillville, IN	Adjunct Faculty Instructor	1999	present
Ivy Tech	Gary, IN	Adjunct Faculty Instructor	1999	present
Calumet College	Calumet, IN	Adjunct Faculty Instructor	1990	2005

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Hickman	Christine	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: BROWN MACKIE COLLEGE - MERRILLVILLE

Introduction to Literature

Business Communications

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue Calumet University	Hammond, Indiana	Education, Licensure	08/2004	05/2006
Indiana State University	Terre Haute, Indiana	English, BS	08/1997	12/2000
Purdue Calumet University	Hammond, Indiana	General	08/1994	05/1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Brown Mackie College	Merrillville, Indiana	Instructor	01/2001	present
Kouts Middle School Interlocal		Paraprofessional, assist teacher	01/2005	12/2005
Luke Oil		Clerk, assist customers	06/1998	04/2002
Indiana State University		Night Host/Mail Clerk, assist students	08/1997	12/2005

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Kamaski-Buck Jillian
(Last) (First) (Middle)

Names of Courses Taught:

Business Law

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Valparaiso University School of Law	Valparaiso Indiana	Jurisdoctorate, Law	2003	2006
Saint Mary's College	Notre Dame, Indiana	BA, Mathematics & Secondary Education	1999	2003
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Teacher - Sylvan Learning Center	Merrillville, Indiana	Taught math, reading, study skills, and SAT prep	2004	2004
Student Teacher - Mishawaka High School	Mishawaka, Indiana	Prepared Lessons & Taught Geometry	2002	2003
Substitute Teacher - Duneland School Corp.	Chesterton, Indiana	Susbstituted at all levels	2000	present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME: Lambert Karenza

(Last) (First) (Middle)

Names of Courses Taught:

Business Communications

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University	Hammond, Indiana	Communication, Masters	1997	2000
Purdue Unversity	Hammond, Indiana	Communication, Bachelors	1992	1997
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Brown Mackie College	Merrillville, Indiana	Theory nstructor	04/2006	present
Cakes by Karen		Bakery Duties	2005	2006
David's Bridal		Sales	2002	2003
Albanese Confectionery		Sales	1991	2002

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Purdue University	Hammond, Indiana	MA, History	1997	2000
Purdue University	Hammond, Indiana	BA, History Minors - English, German	1995	1997
College of DuPage	Glen Ellyn, Illinois	AA - Child Development	1987	1989
Franklin College	Franklin Indiana	Math, Secondary Education	1985	1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Purdue University	Hammond, Indiana	Taught American & World History, & Political Science	1997	2002
Purdue University	Hammond, Indiana	Directed Writing Center	1997	2001

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

NAME:	Williams	Donna	Gail
	(Last)	(First)	(Middle)

Names of Courses Taught:

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
B.A	Purdue University - Calumet	Elementary Ed.	8/1990	5/2000
Masters Degree	Purdue University - Calumet	Elmentary Ed.	5/2000	5/2004
Reading Endorsement	Purdue University - Calumet	Reading	5/2000	8/2001
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Title I Reading	Irving School Hammond	Title I Teacher	8/2002	6/2003
3 rd grade	Irving School Hammond	3 rd Grade Teacher	8/2003	6/2004
Brown Mackie College	Merrillville	General Ed. Teacher	7/2004	Present

INSTRUCTOR'S QUALIFICATION RECORD

Please TYPE the form.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Bachelors of Science	Purdue University - Calumet, Hammond	Mathematics	8/2001	5/2006
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Teaching, Paraprofessional	Lake Station Schools	Breakdown : Math and Reading	8/2006	6/2007